

CLG GRANT: FINAL PROJECT REPORT

City or County _____ Date _____

Report Completed by _____

Number of Commission Meetings Held During Grant Period: _____

Copy of minutes not required

Total Amount Spent on Project (Cash and Donations): \$ _____

*Should match **Grand Total** amount on **Grant Reimbursement Summary** sheet*

Total Project Budget = \$ _____

*Found in **Attachment B, Scope of Work** section of your contract**Attach reimbursement materials: Grant Reimbursement Summary Sheet; Grant Time and Expense Sheets; Bid Sheet; invoices, receipts and canceled checks*

In the sections below, please give a brief account of the status of each work item listed in the **Attachment B, Scope of Work** section of your contract. Use the comments sections to explain any major differences between the planned and actual costs and products.

Work Item #1: _____

Proposed Budget Amount \$ _____ Actual Amount Spent \$ _____

____ Completed (explain any changes to the project in Comments)

____ Partially completed (percent complete: _____ %)

____ Not completed (explain in Comments)

Comments: _____

Work Item #2: _____

Proposed Budget Amount \$ _____ Actual Amount Spent \$ _____

____ Completed (explain any changes to the project in Comments)

____ Partially completed (percent complete: _____ %)

____ Not completed (explain in Comments)

Comments: _____

Work Item #3: _____

Proposed Budget Amount \$ _____ Actual Amount Spent \$ _____

☐ Completed (explain any changes to the project in Comments)

☐ Partially completed (percent complete: _____ %)

☐ Not completed (explain in Comments)

Comments: _____

Work Item #4: _____

Proposed Budget Amount \$ _____ Actual Amount Spent \$ _____

☐ Completed (explain any changes to the project in Comments)

☐ Partially completed (percent complete: _____ %)

☐ Not completed (explain in Comments)

Comments: _____

Work Item #5: _____

Proposed Budget Amount \$ _____ Actual Amount Spent \$ _____

☐ Completed (explain any changes to the project in Comments)

☐ Partially completed (percent complete: _____ %)

☐ Not completed (explain in Comments)

Comments: _____

Work Item #6: _____

Proposed Budget Amount \$ _____ Actual Amount Spent \$ _____

☐ Completed (explain any changes to the project in Comments)

☐ Partially completed (percent complete: _____ %)

☐ Not completed (explain in Comments)

Comments: _____
